

## COMPLETION OF VEHICLE USE LOGS

6767

(No.146 July 2014)

### **ME-101 DAILY EQUIPMENT REPORT FOR REGULATED VEHICLES**

6767.1

(No.146 July 2014)

The CAL FIRE ME-101 card starting with revision 4/11 has been revised for use with “regulated” CDF vehicles (vehicles over  $\frac{3}{4}$  ton capacity). Completion of this form is mandatory on days when the vehicle is operated.

The CAL FIRE ME-101 is a two-sided form designed to record all required vehicle use information. The front side of the form has spaces to record the vehicle number, license number, month and year, assigned location, etc. The remainder of the front includes spaces to record all information required to document the use of regulated vehicles including fuel type, gallons of fuel pumped from bulk storage or state fuel card, and hours of fire apparatus pump use.

The back side of the form shows the Daily Inspection Procedure that must be performed by each driver using the vehicle each day. By signing the card in the Signature column on the right side of the front of the form the driver is certifying that the entries made are correct and that he/she performed the required Daily Inspection Procedure.

Completed forms should be routed to the Unit Fleet Manager, (FEM) or other locally designated person at the end of each month. The unit will use the completed forms to prepare the quarterly vehicle utilization report. See Mobile Equipment Management Handbook ([6768.1](#)) for detailed direction for the MEMFIS program.

### **ME-102 DAILY EQUIPMENT REPORT FOR LIGHT / UTILITY VEHICLES**

6767.2

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Operators of light state and local government passenger and utility vehicles are required to complete detailed daily trip and monthly storage reports. IRS tax reporting requirements imposed on the department require details of vehicle use regardless of vehicle ownership.

The CAL FIRE ME-102 card has been created for use with all sedans, pickups, vans and utility vehicles 3/4-ton or smaller, and provides a place to record all required vehicle use information. Completion of this form on days when the vehicle is used is mandatory.

The CAL FIRE ME-102 card is a two-sided form. The front side of the form has spaces to record the vehicle number, license number, month and year, assigned location, etc. The remainder of the front includes spaces to record all required information, including fuel type, and gallons of fuel pumped from bulk storage or state fuel card.

The back side of the form shows the Pre-Use Vehicle Safety Inspection that all drivers must perform prior to using the vehicle each day. By signing the card in the Signature column on the right side of the front of the form the driver is certifying that the entries made are correct and that he/she performed the required Pre-Use Vehicle Safety Inspection.

Completed forms should be routed to the Unit Fleet Manager, (FEM) or other locally designated person at the end of each month. The unit will use the completed forms to prepare the quarterly vehicle utilization report See Mobile Equipment Management Handbook [\(6768.1\)](#) for detailed direction for the MEMFIS program.

## **ME-103 ARB DAILY EQUIPMENT REPORT FOR OFF ROAD EQUIPMENT**

**6767.3**

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Operators of self propelled off road vehicles, e.g. dozers, graders, backhoes, forklifts, wheel loaders, tugs, etc., are required to complete details of vehicle use, including fuel type, gallons of fuel pumped from bulk storage or state fuel card, (Voyager).

The CAL FIRE ME-103 ARB card has been created to comply with California Air Resources Board, (ARB), mandatory record keeping. The ME-103 ARB is intended for use with all self propelled off road equipment, and provides a place to record all required vehicle use information. Completion of this form on days when the vehicle is used is mandatory.

The CAL FIRE ME-103 card is a two-sided form. The front side of the form has spaces to record the vehicle number, license number, month and year, assigned location, etc. The remainder of the front includes spaces to record all required information, including fuel type, and gallons of fuel pumped from bulk storage or state fuel card,

The back side of the form shows the Pre-Use Vehicle Safety Inspection that all drivers must perform prior to using the vehicle each day. By signing the card in the Signature column on the right side of the front of the form the driver is certifying that the entries made are correct and that he/she performed the required Pre-Use Vehicle Safety Inspection.

Completed forms should be routed to the Unit Fleet Manager, (FEM) or other locally designated person at the end of each month. The unit will use the completed forms to prepare the quarterly vehicle utilization report. See Mobile Equipment Management Handbook [\(6768.1\)](#) for detailed direction for the MEMFIS program.

## **ME-104 PERP/ARB FOR PORTABLE EQUIPMENT DAILY REPORT**

**6767.4**

(No.146 July 2014)

Operators of motorized non-self propelled equipment, e.g. chippers, Mobile Kitchen Units, (MKU), welder trailers, mobile air compressors, cement mixers etc., are required to complete details of vehicle use, including fuel type, gallons of fuel pumped from bulk storage or state fuel card, (Voyager).

The CAL FIRE ME-104 PERP/ARB card has been created to comply with California Air Resources Board, (ARB), mandatory record keeping. The ME-104 PERP/ ARB is intended for use with all motorized non-self propelled equipment, and provides a place to record all required vehicle use information. Completion of this form on days when the vehicle is used is mandatory.

The Cal Fire ME-104 PERP/ARB card is a two-sided form. The front side of the form has spaces to record the vehicle number, license number, month and year, assigned location, etc. The remainder of the front includes spaces to record all required information, including fuel type, and gallons of fuel pumped from bulk storage or state fuel card.

The back side of the form shows the Pre-Use Vehicle Safety Inspection that all drivers must perform prior to using the vehicle each day. By signing the card in the Signature column on the right side of the front of the form the driver is certifying that the entries made are correct and that he/she performed the required Pre-Use Vehicle Safety Inspection.

Completed forms should be routed to the Unit Fleet Manager, (FEM) or other locally designated person at the end of each month. The unit will use the completed forms to prepare the quarterly vehicle utilization report. See Mobile Equipment Management Handbook [\(6768.1\)](#) for detailed direction for the MEMFIS program.

## **STD 273 MONTHLY TRAVEL LOG FOR LEASED VEHICLES**

**6767.5**

(No.146 July 2014)

Users of vehicles leased from the Office of Fleet and Asset Management,(OFAM) such as those used in the State Fire Marshal program, will record vehicle use on the Monthly Travel Logs, STD 273. Entries shall be made at the beginning and end of each trip. The unit leasing the vehicle shall report the beginning and ending mileage by the fourth working day of each month to the OFAM “dispatching garage” or on-line at <http://www.dgs.ca.gov/ofam/Home.aspx>. *Failure to report mileage by the fourth working day will result in a \$50 charge to the leasing department/agency for each vehicle not reported* (OFA State Fleet Handbook).

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[\(see Forms or Forms Samples\)](#)